

Executive Registry
17-2938

ADMINISTRATIVE -- INTERNAL USE ONLY

17 NOV 77

DD/A 77-6063

MEMORANDUM FOR : Deputy Director for Operations
Deputy Director for Science and Technology
Director/NFAC
Director/NITC
AO/DCI

FROM : Michael J. Malanick
Acting Deputy Director for Administration

SUBJECT : 1977 Christmas Parties

1. Agency components desiring to have office gatherings in connection with the Christmas season should plan to have such events on Monday, 19 December, or Wednesday, 21 December 1977. Such gatherings should be restricted to the hours of 3PM to 6PM.

2. I would like to suggest that when this information is announced to your organizational units that you request a senior official of each unit to be present during the entire period of the gathering.

[Redacted Signature Box]

Michael J. Malanick

STAT

Distribution:
1 Ea Addressee

EXECUTIVE REGISTRY FILE

C-29

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17 NOV 77

Approved For Release 2004/01/21 : CIA-RDP80M00165A000600070002-0

FORM NO. 241 REPLACES FORM 36-8 WHICH MAY BE USED. (47)

The Deputy Director
Central Intelligence Agency



Washington, D.C. 20505

Registry
77-66921A

C-29

24 March 1977

STAT

[Redacted]
Deputy Chief, Career
Management Staff, DDO

Dear John,

Thank you for sending forward Santa Claus's annual report. You are to be commended not only for your magnificent volunteer efforts over several years, but also for giving this Agency a great opportunity to involve itself productively in the affairs of the local community.

Keep up the good work.

Sincerely,

[Redacted Signature]

E. H. Knoche

STAT

cc: DDO
DDA

C-29

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

The Agency Christmas Charity Program After Action Report 1976

FROM:

"Santa Claus"

EXTENSION

NO.

DATE

25 February 1977

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Administration
7D18

11 MAR 1977

1 to 5:

2.

Hank:

3. Deputy Director for Operations
7E22

11 MAR 1977

STAT

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You might be interested in this report prepared by [redacted] GS-14, DDO/Career Management Group, who for the last five to six years has voluntarily organized an Agency Christmas Charity Program.

4.

5. Deputy Director of Central Intelligence
7E 12

15 MAR

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12.

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14.

15.

STAT

11 MAR 1977

John F. Blake
Deputy Director
for
Administration

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